ENROLLING ONLINE WITH ARBENEFITS

AR BENEFITS

The easiest way to enroll or change your plan during designated enrollment periods is online on the ARBenefits Member Portal.

Who Can Enroll or Make Changes Online?
- All employees during Open Enrollment.
- Newly hired employees during their initial 60-day eligibility window.
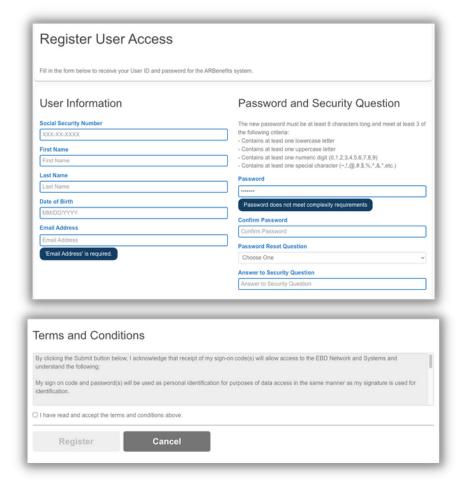- Non-Medicare Retirees during Open Enrollment (may only change plan level).

Advantages of Using the ARBenefits Member Portal
- Instant confirmation that the Employee Benefits Division (EBD) has received your enrollment elections.
- Supporting documentation may be sent directly through the ARBenefits Member Portal.
- Receive alerts when your forms have been approved or if there is an issue that requires action.
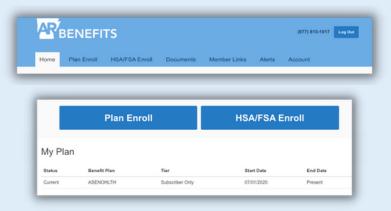
Registering

New or current employees who have not registered may click "Register." Once you fill in the required information and click the "Register" button, your member number will be displayed.
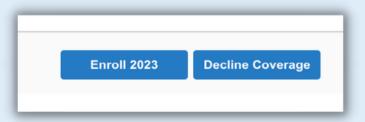
This number is your user ID for the ARBenefits Member Portal, and your member number is also listed on your ARBenefits card.
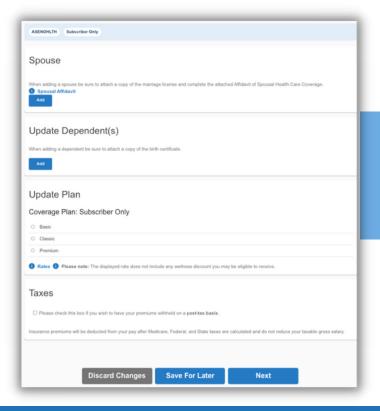
Enrolling

Once you log in, click the "Plan Enroll" tab or the blue "Plan Enroll" button on the home screen of your account. The "Plan Enroll" tab and button will only appear during Open Enrollment or your 60-day new hire eligibility window.

At the "Plan Enroll" tab, you may decline, cancel, or enroll in health coverage. An "Enroll Now" button will be available for new hires during Open Enrollment.

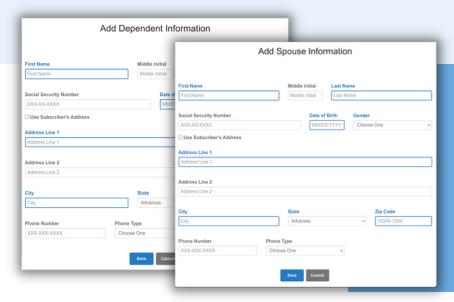After you choose "Enroll," you will advance to the enrollment page where you can:

- Add or remove a spouse or dependent.
- Change your plan level.
- Choose to have your premiums deducted on a post-tax basis.

The blue bar will display your current plan and monthly cost. Any spouse or dependents currently covered will be displayed, and you can edit their information or remove them from your plan.

NOTE: If you choose to have your health insurance deduction taken post-tax, you will not be able to switch back to pre-tax until the next Open Enrollment period.
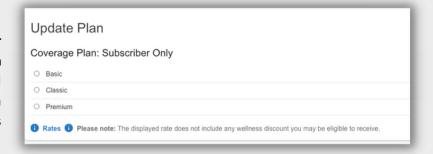
Adding a Spouse or Dependent

When you add a spouse or dependent, these boxes will pop up so you can add the information. Once the information is entered, click "Save" to add them to your plan. If you want the spouse or dependent to have the same address as you, check to use the subscriber's address, and this box will automatically fill in your address.

Note: Supporting documentation is required to add a spouse and dependent children to your plan. Before submitting your online enrollment, you will have the chance to upload and attach supporting documentation.

Selecting Your Plan Level

You can enroll in or change your plan level. The monthly cost of each plan will be displayed. Plan level changes will be the only option available to Non-Medicare Retirees during Open Enrollment.
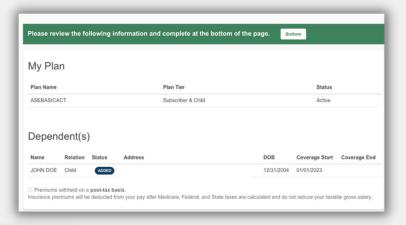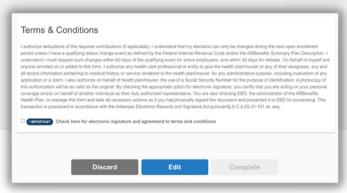

Once your spouse/dependents are added or removed, and your plan is selected, you can click "Next" to advance. If you want to cancel your selection, select "Discard Changes." If you want to pause your enrollment, click "Save for Later."

If you choose "Save for Later," please remember to finish within the enrollment period, or your selections will not be processed. Once you click "Next," please refer to the Alerts Tab. If a number appears, you may have an error on your application that needs immediate attention.

Reviewing Your Selections

Once you advance, the second page will allow you to review your selections. If you have added a spouse or dependents, you may upload copies of the required supporting documentation on this page.

To complete your online enrollment, accept the terms & conditions. Once you accept, the "Complete" button at the bottom will turn green.

How To Upload Documents

1. Click "Add Files" to locate the document.
2. Click "Attach" (you can attach multiple documents).
3. Click "Upload All" (documents will appear in the "Uploaded Documents" box).
4. You may also drag and drop files and click "Upload" to upload your documents.

Documentation Warning

Once you click "Complete," the "Dependent Confirm Documents Warning" will appear. You do not have to submit your supporting documentation with the online form; however, it must be received by the end of the enrollment period. You may upload documentation anytime in the ARBenefits Member Portal during the enrollment period.

Enrollment Period:

New Hires: Within 60 days of the start date.

Open Enrollment: October 1-31st.

The addition of spouse and dependent(s) will be denied if documentation is not received. The document upload feature is available anytime in the ARBenefits Member Portal.

Required Documentation

To add a child:
- Copy of their birth certificate.
- Copy of your marriage license (if adding a stepchild).
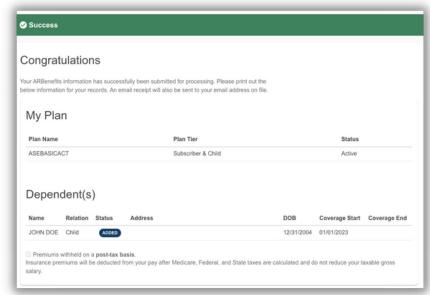- Proof of legal custody (if added due to new legal guardianship).

To add a spouse:
- Copy of your marriage license.
- Spousal Affidavit Form.

Completion of Enrollment

Once you submit your application, you will see a confirmation page signifying that your enrollment application has been successfully submitted to TSS EBD.

You can also print out a PDF of your enrollment form to keep for your records. Once your elections have been approved, you will see your new coverage band on your home screen with the effective date.

Progress Alerts

After you submit your online application, you will receive alerts when your enrollment is processing, has been approved, or if there is any action you need to take. If the only change you make during Open Enrollment is changing your plan level between Premium, Classic, and Basic or enrolling into an Employee Only plan, your form will automatically be approved. The approval is automatic since there is no required supporting documentation to verify.

Coverage Effective Dates:

New Hires: First of the month following the date of submission.

Open Enrollment: January 1 of the following year coinciding with the start of a new plan year.

Arkansas Department of Transformation and Shared Services

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